



**CERTIFICATE OF APPROPRIATENESS APPLICATION
CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION**

PROJECT ADDRESS/LOCATION: _____ _____	FILE NO.: COA-- _____ RELATED FILES: _____
APPLICANT NAME: _____ ADDRESS: _____ _____ _____ PHONE: _____ FAX: _____ E-MAIL: _____	PROPERTY OWNER: _____ ADDRESS: _____ _____ _____ PHONE: _____ FAX: _____ E-MAIL: _____

PROJECT DESCRIPTION

_____ _____ _____ _____ _____

APPLICANT CERTIFICATION

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature

Date

DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO:
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FILING REQUIREMENTS

- ☐ Two (2) copies of site, floor and architectural plans. All plans shall be clearly and accurately dimensioned, and drawn at a clearly noted scale of either 1 inch = 20 feet or 1 inch = 30 feet. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
- ☐ One (1) set of colored elevations of all four sides of each building including notes on the exterior colors and materials.
- ☐ One (1) color and material sample board at a size of about 8 ½ x 11 inches, including samples of all exterior colors and materials. Each item should be numbered to correspond with notes on the elevations.
- ☐ Two (2) copies of a detailed landscape and irrigation plan indicating existing plants as well as project placement, quantity, size, and common and botanical plant.
- ☐ Two (2) copies of plans for all interior and perimeter walls and fences.
- ☐ Two (2) copies of such other plans or details necessary for evaluation of the project.
- ☐ Note that Signs require a separate application and fee.
- ☐ Digital copy of all above items on a flash drive.

FILING FEES:

Historic Structures Minor Alterations

Single-Family Residence:	\$100.00
Commercial or Industrial:	\$200.00

Historic Structures Major Alterations

Single-Family Residence:	\$200.00
Commercial or Industrial:	\$400.00

*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.